

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



OPEN EXAMINATION

For

DATA PROCESSING MANAGER II

This examination is being conducted using an alternative examination and selection process for filling specified positions. All candidates who meet the minimum qualifications are encouraged to apply.

DIVISION : Information Systems

POSITION : Unit Manager

LOCATION : Sacramento

SALARY : \$5849 - \$7464

FINAL FILING DATE : April 6, 2010

(All applications must be **received** no later than the final filing date.)

You may fax your application to Alice Schneider at (916) 657-5848 to ensure receipt by 5:00 p.m. on the final filing date. If the application was faxed, you must mail the original application and Statement of Qualifications postmarked no later than the Final Filing Date to the "By mail to" address listed under the Filing Instructions on this bulletin.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Data Processing Manager III, Computer Operations, the incumbent will plan, control and coordinate the activities of the Production Support Team, Print Services Team and the Special Projects Team.

MAJOR DUTIES OF THIS POSITION INCLUDE

- Through subordinate managers, plan, control and coordinate the activities of the production Support Team, Print Services Team and the Special Projects Team.
- Monitor the nature and scope of the work to be performed; selecting and setting objectives, determining results, preparing action plans to accomplish those results, and identifying measurable factors to ensure successful completion of overall objectives of the unit.
- Organize staff and direct the activities of the unit's analysts to accomplish the objectives of the section.
- Manage major network projects.
- Ensure changes are kept in pace with industry technology.
- Supervise subordinates, maintaining discipline and evaluating performance in accordance with Administrative Policy Manual guidelines.
- Ensure the units provide excellent customer service.
- Ensure adherence to the labor contract(s) and departmental hiring policies and guidelines.
- Comply with the security policies and procedures established by the data owners and the Information Security Officer.
- Implement the technical means to preserve the integrity and security of the department's information assets and effectively manage the risks associated with those assets.
- Advise the data owners and the Information Security Officer of control vulnerabilities and make recommendations for alternatives to enhance data security and integrity for existing and developing systems.
- Required to wear a BlackBerry.
- Perform other duties as required.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on screening criteria.

- Ability to direct the activities of the Production Support Team under his/her control, either directly or through subordinate supervisors and/or lead programmers/analysts.
- Ability to develop project estimates and schedules, and actively participate with staff to ensure successful implementation of projects. Ability to review and evaluate staff products to ensure compliance with standards.
- Ability to review existing systems and proposals for new/modified systems required to support the department's present and future business needs. Ability to work with divisional and departmental managers on planning and prioritizing projects.
- Ability to prepare written reports for management. Ability to communicate with the public, vendors, and business partners, as needed. Ability to represent the department at meetings and conferences. Ability to make recommendations regarding expenditures for personal services, training, equipment and software.
- Knowledge of principles, practices and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management.
- Ability to develop and evaluate alternatives, make decisions and take appropriate action; ability to establish and maintain priorities; ability to effectively develop and use resources; ability to coordinate and direct the activities of a data processing staff; ability to make effective use of interdisciplinary teams.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's Equal Employment Opportunities objectives; a manager's role in the Equal Employment Opportunity Program, and the processes available to meet Equal Employment objectives.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's Equal Employment objectives.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All applicants who meet the qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications and/or interview may be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS:

Interested applicants must submit items 1 AND 2 below by the final filing date (Applicants who fail to submit both items will be eliminated from the examination):

1. A completed Standard State Application (Form 678), which should include all job titles, employment dates and experience.

2. A Statement of Qualifications

The Statement of Qualifications:

- is a narrative discussion of how the applicant's education, training, experience, knowledge and skills meet the **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA** for the position;
- serves as documentation of the applicant's ability to present information clearly and concisely in writing;
- must be typed; and
- must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications

The State application and Statement of Qualifications must be submitted by the final filing date:

By mail to:

**Department of Motor Vehicles
Selection Services Unit, Attention: Alice Schneider
Data Processing Manager II - Position # 711-1384-002
P.O. Box 932315, MS G-208
Sacramento, CA 94232-3150**

OR

In person to:

**Department of Motor Vehicles
Human Resources Branch
2570 – 24th Street
1st Floor Lobby – Examination Drop box
Sacramento, CA 95818**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Standard State Application". You will be contacted to make specific arrangements.

SELF CERTIFICATION STATEMENT: The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination. Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a State application and Statement of Qualifications which must be received by the final filing date. Questions regarding the position should be directed to Mark DeLaPena at (916) 657-6935. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 657-6899. California Relay Telephone Service for the deaf or hearing impaired from TDD phone: 1-800-735-2929; from voice phones 1-800-735-2922.

ELIGIBLE LIST INFORMATION

To be successful in the examination, you must obtain a final score of 70.00%. A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Candidate's will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.